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| --- |
| **FOR OFFICE USE ONLY** |
| **Updating:** |
| **Date of Interview:** |
| **Interviewed by:** |

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**ACT RESOURCES EMPLOYMENT APPLICATION**

It is the policy of ACT Resources to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, orientation, disability or veteran status.

Today’s Date:

Date Available:

**APPLICANT INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last Name: | | First Name: | | | Middle Initial: |
| Social Security Number: | | | Date of Birth: | | |
| Have you ever applied with us before: Yes No | | | | | |
| Address: | | | | | |
| City/State/Zip: | | | | | |
| Cell Phone: | Does your phone accept calls? (circle)  YES NO, text only | | | | |
| Emergency Contact Name: | Emergency Contact Phone Number: | | | Relationship to Applicant: | |

**EMPLOYMENT POSITION**

|  |  |
| --- | --- |
| Have you ever worked under a different name: | |
| Desired wage: | |
| Full time: Yes No | Part time: Yes No |
| Circle Desired Shift(s): 1st 2nd 3rd | |
| Circle days available/willing to work: Mon Tues Wed Thurs Fri Sat Sun | |
| What times are you available to work: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am pm To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ am pm | |
| Position/type of work applying for: | |
| List any schedule conflicts coming up in the next 30 days: | |
| Are you legally eligible to work in the United States? (circle)  Yes No | Are you at least 18 years of age:  Yes No |

**TRANSPORTATION**

|  |  |
| --- | --- |
| Do you have your transportation to work: Yes No | Do you have a valid Driver’s License: Yes No |
| License Classification: Operators Class A CDL Class B CDL Flatbed Chauffer  Hazmat Bus Driver | |

**APPLICANT’S BACKGROUND**

|  |
| --- |
| Our company runs a criminal background check on all employees. We will hire people with certain types of criminal charges as long as the charges are truthfully listed. However, we may choose not to hire an individual who has been convicted of a violent crime. Certain clients have restrictions on certain types of felonies. Please list ALL CHARGES- even more than 7 years old. |

|  |  |  |
| --- | --- | --- |
| Have you been convicted of a felony: Y N | | Have you been convicted of a misdemeanor: Y N |
| **Year of Conviction** | **Felony/Misdemeanor Class** | **Description of Felony/Misdemeanor** |
|  |  |  |
|  |  |  |
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**EDUCATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Education Type** | **Major** | **School Name/City, State** | **Years attended** | **Graduated** | | **Degree** |
| High School |  |  | 9 10 11 12 | Yes | No |  |
| College |  |  | 1 2 3 4 | Yes | No |  |
| Graduate School |  |  | 1 2 3 4 | Yes | No |  |
| Business/Trade |  |  | 1 2 3 4 | Yes | No |  |
| GED | | | | Yes | No |  |
| List Certifications |  | | | | | |

**SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| Please list any equipment you can operate (i.e. Forklift or front end loader) | Please list any equipment you can operate in a factory (i.e. press, machine, grinder, saw, sander) | Please list any skills you can do in a factory (i.e. inspection, assembly, warehouse, hand sander or stain sprayer) | Please list any other skills you may have (i.e. concrete finisher, carpenter, mechanic, janitor, waitress, cook) |
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**WORK HISTORY**

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| --- | --- |
| Are you presently employed: Yes No | May we contact your past employers: Yes No |
| Have you ever worked for any other Temporary Service before? Yes No | |
| If yes, please list service name and company placed: | |

**EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| **LIST ALL EMPLOYMENT BEGINNING WITH YOUR PRESENT JOB OR LAST JOB HELD.** | | |
| Name of Company: | | Phone Number: |
| Position Held: | | |
| Job Duties | | |
| From (Month/Year): | To (Month/Year): | Supervisor: |
| Starting Wage: | Ending Wage: |
| Reason for leaving: | | |
|  | | |
| Name of Company: | | Phone Number: |
| Position Held: | | |
| Job Duties: | | |
| From (Month/Year): | To (Month/Year): | Supervisor: |
| Starting Wage: | Ending Wage: |
| Reason for leaving: | | |
|  | | |
| Name of Company: | | Phone Number: |
| Position Held: | | |
| Job Duties: | | |
| From (Month/Year): | To (Month/Year): | Supervisor: |
| Starting Wage: | Ending Wage: |
| Reason for leaving: | | |
|  | | |
| Name of Company: | | Phone Number: |
| Position Held: | | |
| Job Duties: | | |
| From (Month/Year): | To (Month/Year): | Supervisor: |
| Starting Wage: | Ending Wage: |
| Reason for leaving: | | |

**PLEASE LIST ANY OTHER COMPANIES WHERE YOU HAVE BEEN EMPLOYED & POSITIONS HELD:**

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**MILITARY BACKGROUND**

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| --- | --- |
| Have you ever served in the US Armed Forces: Yes No | Can you provide a copy of your DD-214: Yes No |
| Dates of Service: Start(MM/YY): End(MM/YY): | |

**JOB REQUIREMENTS**

The questions below are to assist us in placing you in jobs that you are able and willing to successfully and safely perform. Please answer the questions based on your ability, training or willingness to learn. Certain jobs require our employees to perform various tasks, work in different environments be able to distinguish color, and work with small parts/objects. Some jobs require working around various environments and chemical substances. Would you be willing and able to work with or around the following environments?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Smoke/Dust/Fumes | Yes | No | Loud Noise/Loud Decibel | Yes | No | **Comments:** |
| Plastic Products or materials | Yes | No | Machinery or equipment | Yes | No |  |
| Liquid/Powder Chemicals | Yes | No | Rubber/Latex | Yes | No |  |
| Heights | Yes | No | Powder/Lotions | Yes | No |  |
| Wood Products/Wood Stain/ Paint/ Paint Thinner | Yes | No | Corrugated Material (Cardboard) | Yes | No |  |
| Fiberglass | Yes | No | Cutting Fluids | Yes | No |  |
| Other (Please Specify): | | | | | | |

**WOULD YOU BE ABLE TO PERFORM THE FOLLOW JOB REQUIREMENTS?**

|  |
| --- |
| Doing repetitive, continuous handwork dealing with small parts: Yes No |
| Working in a factory/warehouse requiring standing a full shift in the same area: Yes No |
| Repeated bending, squatting or twisting: Yes No |
| What is the most you can repetitively lift: 10lbs 25lbs 40lbs 50lbs 75lbs |
| Are you able to recognize different colors: Yes No |
| Are you able to work in environments where smoking/tobacco usage is prohibited? Yes No |
| Are you able to work in environments where random drug testing is preformed? Yes No |
| Are you under the care of a doctor, physical therapist or other medical professional with which you have restricted or modified work status? Yes No |
| Do you have weight restriction that may require special accommodations? Yes No |
| Are there any jobs that you should not perform, for your safety of others? Yes No |
| Do you have the following (please circle):  Steel Toed Shoes Work Boots Hearing Protection Hard Hat Safety Glasses |

**READ CAREFULLY & SIGN**

I extend permission to ACT Resources to investigate my previous employments, criminal history, education & references as stated herein. I understand that when placed out that I am an employee of ACT Resources and will not accept permanent employment by company placed before working 400 hours through ACT Resources without previous written permission from ACT Resources. The direction & control of placed personnel is with ACT Mining, LLC DBA ACT Resources specific customer, the above personnel may be placed.

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**



ATTENDANCE POLICY

Potential Employee:

Attendance is something we take very seriously. You are not only representing our company with your attendance but most importantly representing yourself. Attendance during all scheduled hours is required. Attendance is not simply showing up but arriving at work in the proper dress, with proper equipment, a good attitude and readiness to learn/perform all job duties.

Our Policy:

We offer an on-call number 24 hour a day. This is not a number to use to get out of work- but for emergency situations. If you are unable to make it to work you must call us 2 hours prior to your shift.

On Call Number: **812-474-6778**

This does NOT mean that the absence will not count against you-

Unexcused absences will not be tolerated and are grounds for termination. A point system of 3 points per 90 days will be enforced.

* Arriving late or returning late from lunch will be counted as a ½ point deducted.
* An unexcused absence will be counted as 1 point deducted.

A “**no call no show**” or a “**walk out**” during a shift will result in termination &

**ANY HOURS ACCUMULATED TO THAT POINT FOR THAT PAY PERIOD WILL BE PAID AT CURRENT MINIMUM WAGE. NO EXCEPTIONS.**

Appointments should NOT be scheduled during work hours. If you have an appointment that was scheduled before you received your job you need to fill out a **request for time off form**. The form must be completed, turned into our office, and approved by a recruiter AT LEAST 2 WEEKS prior to the date that are requesting off for it to be counted as excused. You will also need to provide documentation after the missed day.

**By signing this form, you are stating that you understand our policy and agree to the policy if sent out to any of the companies ACT Resources works with.**

**SIGN: DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**